



FTC Zone NWCG Training Nomination Process

To apply for all NWCG Courses “Within the Rocky Mountain Area (RMA)” or 100-200 level courses “Outside of RMA”:

1. Fill out an NWCG Training Nomination Form. Complete all the information requested and obtain the necessary signatures. (This could be your Training Officer at your unit or Supervisor depending on your unit’s process.) Information can be found on the National Wildland Fire Training [Nomination Forms](#) page.
2. Verify that agency course prerequisites have been met. Prerequisites for a course are listed on each course's Course Description page. (Course Descriptions can be found in the [Course Catalog](#) section of this website.)
3. Nomination Forms may be sent via email, fax, surface mail, or via the [IQCS nomination process](#) (If set up and accessible by applicant) to the course coordinator. (The method by which the Nomination Forms are submitted is determined by the session's Sponsoring Unit.) Please see the **Session Details** of each course session for further information. Contact your Unit Training Officer or Zone Training Representative if you have questions about how to submit a Nomination Form.

Nomination Workflow:

Nominee completes nomination form  Form approved and signed through Nominee's established local channels (i.e. Unit training officer or supervisor)  Form submitted to Course Coordinator for acceptance




To apply for 300-600 level, RX, and other Miscellaneous NWCG Courses “Outside of RMA”:

1. Nomination Forms may be sent via email, fax, surface mail, or via the [IQCS nomination process](#) (If set up and accessible by applicant) to the [Fort Collins Zone Training Representative](#) **BY AT LEAST 1 WEEK PRIOR TO DUE DATE.** If the Zone Training Representative receives more than one nomination for the same course session, the nominees will be prioritized based on input from the nominee’s supervisor, Unit Training Officer’s and/or the Northern Front Range Wildland Fire Cooperators, then forwarded to the GATR.

Geographic Area Training Representative Restrictions (GATR):

- GATR will no longer accept hand written or faxed nominations.
 - GATR will only accept training nominations forwarded from the Zone Training Representative or designee.
 - Please use the following naming format: **course number_last name_Geographic Area** i.e. (d310_mcdonald_gb.doc) to name your nomination document
2. Please see the **Session Details** of each course session for further information. Contact your Unit Training Officer or Zone Training Representative if you have questions about how to submit a Nomination Form.

Nomination Workflow -

Nominee completes nomination process and gains local approval (i.e. Units training Officer, Supervisor)  Form submitted to Zone Training Representative, and forwarded to Geographic Area Training Representative (GATR).  Nominee's GATR submits Nomination Form to Host Area GATR  Host Area GATR submits approved form to Course Coordinator

The individual who signs off on the Nomination Form (Unit Training Officer/Supervisor or FMO) certifies that the Nominee is qualified for the course or an exception is requested. Be certain that all course prerequisites have been met prior to submission of a Nomination Form or comments as to why they are not met are added in the Comment section.